

JULY 2013

***LICENSE RENEWAL APPLICATION TO OPERATE
A PRIVATE POSTSECONDARY EDUCATIONAL
INSTITUTION IN THE STATE OF ARIZONA***

***SUBMISSION REQUIREMENTS:
INDEXED AND TABBED ACCORDING TO THE
APPLICATION CONTENT LIST
FOR EACH CAMPUS LOCATION***

Submission Deadline: On or Before MAY 1, 2013

After MAY 1, 2013..... \$100 per day late fee

Arizona State Board for Private Postsecondary Education
1400 W. Washington, Room 260
Phoenix, AZ 85007

Important Memorandum Regarding
JULY 2013 License Renewal

JULY 2013 LICENSE RENEWAL APPLICATIONS ARE DUE
NO LATER THAN MAY 1, 2013

To: **JULY 2013 License Renewal Renewal Cycle – Your License expires on**
JUNE 30, 2013

From: Teri Stanfill, Executive Director

Date: March 4, 2013

Your 2013 license expires on June 30, 2013. The **JULY 2013 License Renewal Packet** is available on the agency web site at www.azppse.gov under the heading “Forms”.

- 1. A License Renewal Application is required for EACH INDIVIDUAL CAMPUS LOCATION and a license fee is required for each separate application.**
- The License Renewal Packet(s) must be INDEXED AND TABBED in the exact order as the “Content Requirement” list. The “Content Requirement” list should be included in each renewal application. Disregard all old forms.
- Send only (1) copy of each License Renewal Application (Do not bind or use protective sheets).
- 4. Ensure all materials reflect the correct website for the State Board: www.azppse.gov**

If you do not have Internet access, or if you have difficulty accessing this web site, please contact this office immediately and a packet will be mailed to you.

Renewal packet requests should be directed to:

Cassandra Pinon, Private Postsecondary Education
1400 W. Washington, Room 260, Phoenix, AZ 85007
or by calling 602-542-5720

Your completed **2013 License Renewal Application is due no later than**
MAY 1, 2013. This is 60-days prior to the expiration of your license as required by A.A.C. Rule R4-39-103 (E), or R4-39-105(C).

If you require assistance, please contact Cassandra Piñon at 602-542-5720 or Keith Blanchard at 602-542-5769.

LICENSE RENEWALS RECEIVED AFTER MAY 1, 2013 WILL BE ASSESSED A LATE FEE OF \$100.00 PER DAY.

***JULY 2013 - LICENSE RENEWAL PACKET
LICENSE APPLICATION CONTENT REQUIREMENTS***

The following information, materials, and forms are required as part of the License Renewal Application. The license renewal application packet must be submitted in the order listed below, INDEXED AND TABBED. Addenda must be attached to the back of the applicable form.

THE LICENSE RENEWAL APPLICATION, ALL REQUIRED FORMS AND RENEWAL FEE ARE REQUIRED FOR EACH INDIVIDUAL ARIZONA CAMPUS LOCATION, INDEXED AND TABBED ACCORDING TO THIS LIST.

<u>Completed</u>	<u>Tab</u>	<u>Description</u>
_____	1.	License Renewal Fee: Review the enclosed Renewal Fee Schedule and submit the fee that corresponds to the Gross Tuition Revenue for the last Fiscal Year End.
_____	2.	<u>LR Form 1.Application:</u> form completed, signed and notarized.
_____	3.	LR Form 2A and 2B: Completed Enrollment Data excel spreadsheet for Vocational and/or Degree Programs. The Enrollment Data must add up correctly.
_____	4A.	RETENTION AND PLACEMENT RATE REPORTING REQUIREMENTS FOR <u>ACCREDITED</u> INSTITUTIONS: 1. If an Accredited institution is NOT required to provide retention or placement rate calculations, the institution is NOT required to provide the retention or placement rate on the Enrollment Data Form LR Form 2A and 2B. 2. If an accredited institution IS required to provide a retention or placement rate calculation, either by program or an institutional placement rate, this information must also be provided to State Board. a. The reporting period for this data shall be as required by the accrediting agency. b. List the accrediting agency's retention rate: _____ c. List the accrediting agency's placement rate: _____
_____	4B.	RETENTION AND PLACEMENT RATE REPORTING REQUIREMENTS FOR <u>NON-ACCREDITED</u> INSTITUTIONS: REQUIRED TO PROVIDE THE RETENTION AND PLACEMENT

RATE ACCORDING TO THE ENROLLMENT DATA FORM LR2A and 2B.

- _____ 5. **Program Information: CAREFULLY REVIEW THE INSTITUTION'S PROGRAM INFORMATION IN THE ONLINE DIRECTORY OF THE BOARD'S WEBSITE. COPY THE PROGRAM INFORMATION AND PROVIDE ANY REVISIONS REQUIRED TO THE PROGRAM NAME, CLOCK/CREDIT HOURS AND TUITION + FEES.**
- _____ 6. **Accredited institutions** must submit proof of current status of Accreditation, including approval letter and related documents. If applicable, ANY ACTIONS regarding additional reporting requirements, show/cause or probation **MUST BE DISCLOSED.**
- _____ 7. **LR Form 5.Surety Bond or Cash Deposit or Letter of Credit**
Submit a copy of the original Surety Bond or Letter of Credit with the contact information. An invoice from your insurance company is not acceptable. **Cash deposits:** provide copies of the Original documentation.
- _____ 8. **FISCAL YEAR-END FINANCIAL STATEMENTS to comply with R4-39-108. Refer to LR Information 1.Financial Statement Requirements for more information.**
A. Financial Statements, at a minimum, must be:
1) Prepared and signed a licensed Certified Public Accountant
2) Prepared in accordance with GAAP, to include **Statement of Cash Flows and Disclosures are required.**
3) If the financial statements are **older than 6 months** – submit a Current in-house Balance Sheet and Income Statement.
B. Accredited Institutions: Submit the Title 4 Student Financial Assistance Program Compliance Audit.

CONSOLIDATED STATEMENTS MUST BREAK OUT THE FINANCIAL INFORMATION SEPARATELY FOR EACH ARIZONA CAMPUS LOCATION – Financial statements for the Arizona location for the fiscal year-end and current in-house statement if the fiscal year-end statements are older than 6 months are also required.

- _____ 9. Proof of Liability Insurance to comply with R4-39-108(c):
- A. A minimum single occurrence malpractice or professional liability coverage of \$1,000,000; and
 - B. A minimum single occurrence general liability coverage of \$1,000,000 for the operation of the institution; and
 - C. THE CERTIFICATE OF INSURANCE MUST NAME THE BOARD AS A CERTIFICATE HOLDER AS FOLLOWS:
*Arizona State Board for Private Postsecondary Education
1400 W. Washington Street, Room 260
Phoenix, AZ 85007
** The Certificate of Insurance must identify the Arizona campus location as insured.*
- _____ 10. Submit a copy of your institutional Student Grievance Procedure to comply with R4-39-104(D)(9). Identify all institutional publications in which the Student Grievance Procedure is published. Refer to **LR Information 2.Student Grievance Procedure** for more information.
- _____ 11. Refund Policy: Submit one copy of the Refund Policy to comply with A.A.C. Rule R4-39-308 and rule A.A.C. R4-39-404. Refer to **LR Information 3.Refund Policy** for more information.
- _____ If not accredited, ensure compliance with A.A.C. R4-39-404(A), (B)(D)(E).
 - _____ If accredited, ensure compliance with A.A.C. R4-39-404(A)(B)(C)
- _____ 12. Enrollment Agreement: To comply with A.A.C. Rule R4-39-401(A)(1). The Enrollment Agreement must be submitted with **LR Form 6. Enrollment Agreement Checklist** **AND THE ENROLLMENT AGREEMENT MUST BE CROSS-REFERENCED WITH THE CHECKLIST.**
- NOTE:** The enrollment agreement must include, at a minimum, language to include the 3-Day Cancellation Notice and 30 day refund pursuant to A.A.C. R4-39-404(A)(B).
A sample Enrollment Agreement can be found under **LR Information 4.Enrollment Agreement**
- _____ 13. Institutional Catalog **and** Student Handbook (if applicable):
The Catalog must be submitted with **LR Form 7.Catalog Checklist** **AND THE CATALOG MUST BE CROSS-REFERENCED TO THE CHECKLIST.**
- _____ If not accredited, to comply with A.A.C. Rule R4-39-301.
 - _____ If accredited, to comply with accreditation criteria.
- The Catalog may be submitted on a CD; accordingly, a hard copy would not be required, but the checklist must be provided.*

- _____ 14. Disbursement of Student Loans and Financial Aid and/or Institutional payment plans that comply with A.A.C. Rule R4-39-405. ***Submit a copy of the Institution's policy on disbursements of student loans/financial aid and/or institutional payment plans.***
- _____ 15. **Officers/Administrators:** Submit **ONLY A LIST** of current Executive Officers/Administrators, however, if a current Executive Officer or Administrator Resume is not on file with the State Board, submit **LR Form 8.Executive Resume**. Ensure the Social Security Supplement is included.
Note: Non-accredited Institutions are required to notify the State Board within 10 days of any change in personnel pursuant to R4-39-303 and submit resume forms for new employees.
- _____ 16. **Faculty -** Submit **ONLY A LIST** of all faculty members to include degree earned, course/program taught and campus location, however, if a current faculty resume is not on file with the State Board, submit **LR Form 9.Instructor Resume**.
The list of Faculty may be submitted on a CD; accordingly, a hard copy would not be required.

Note: Non-accredited institutions are required to notify the State Board within 10 days in the event of a change in personnel pursuant to R4-39-303 and submit the Instructor Resume Form.

<i>ATTENTION: THE LICENSE RENEWAL APPLICATION PACKET MUST BE INDEXED AND TABBED AS OUTLINED ON THIS FORM. THANK YOU.</i>

**RENEWAL APPLICATION FOR A LICENSE TO OPERATE
A PRIVATE POSTSECONDARY INSTITUTION IN THE STATE OF ARIZONA
RENEWAL FEE SCHEDULE**

Total Annual Gross Tuition Revenue Earned as of the Licensee's most recent Fiscal Year End for each campus location.

ALL ARIZONA LICENSED PROGRAMS

Renewal Fee

(A licensing fee is required for each separate campus location)

1. Less Than \$50,000	\$ 600.00
2. \$50,000 to \$249,999	\$ 750.00
3. \$250,000 to \$499,999	\$1,000.00
4. \$500,000 to \$999,999	\$1,300.00
5. \$1,000,000 to \$2,499,999	\$1,650.00
6. \$2,500,000 to \$6,999,999	\$2,000.00
7. \$7,000,000 and over	\$2,300.00

*Fee Increase Effective July 1, 1996

PLEASE SUBMIT THE RENEWAL FEE THAT CORRESPONDS TO THE ANNUAL GROSS TUITION EARNED IN THE INSTITUTIONS' LAST FISCAL YEAR END.

QUESTIONS REGARDING FEE DETERMINATION SHOULD BE ADDRESSED TO THE BOARD OFFICE.